


REFERENCE REQUEST - FEDERAL RECORDS CENTERS		NOTE: Use a separate form for each request.	
SECTION I - TO BE COMPLETED BY REQUESTING AGENCY			
ACCESSION NO.		AGENCY BOX NUMBER	RECORDS CENTER LOCATION NUMBER
		OF	
DESCRIPTION OF RECORD(S) OR INFORMATION REQUESTED			
<input type="checkbox"/> BOX			
<input type="checkbox"/> FOLDER (include file number and title)			
REMARKS			
NATURE OF SERVICE			
<input type="checkbox"/> FURNISH COPY OF RECORD(S) ONLY <input type="checkbox"/> PERMANENT WITHDRAWAL <input type="checkbox"/> TEMPORARY LOAN OF RECORD(S) <input type="checkbox"/> REVIEW <input type="checkbox"/> OTHER (Specify)			
SECTION II - FOR USE BY RECORDS CENTER			
<input type="checkbox"/> RECORDS NOT IN CENTER CUSTODY <input type="checkbox"/> RECORDS DESTROYED		REMARKS	
<input type="checkbox"/> WRONG ACCESSION NUMBER - PLEASE RECHECK			
<input type="checkbox"/> WRONG BOX NUMBER - PLEASE RECHECK			
<input type="checkbox"/> WRONG CENTER LOCATION - PLEASE RECHECK			
<input type="checkbox"/> ADDITIONAL INFORMATION REQUIRED TO IDENTIFY RECORDS REQUESTED			
<input type="checkbox"/> MISSING (Neither record(s), information nor charge card found in container(s) specified)			
<input type="checkbox"/> RECORDS PREVIOUSLY CHARGED OUT TO (Name, agency and date):			
		DATE	SERVICE
		TIME REQUIRED	SEARCHER'S INITIALS
SECTION III - TO BE COMPLETED BY REQUESTING AGENCY			
NAME OF REQUESTER		TELEPHONE NO. <input type="checkbox"/> FTS DATE	RECEIPT OF RECORDS
NAME AND ADDRESS OF AGENCY <small>(Include street address, building, room no. and ZIP Code)</small>		Requester please sign, date and return this form, for file item(s) listed above, ONLY if the block to right has been checked by the Records Center. <input type="checkbox"/>	
		SIGNATURE	DATE
COPY DESIGNATION (X)		OPTIONAL FORM 11 (Rev. 7-87) (EG) NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 36 CFR 1228.162 Designed using Perform Pro, WHS/DIOR, Feb 95	
<input type="checkbox"/> RECORDS ROUTING COPY <input type="checkbox"/> AGENCY SUSPENSE FILE COPY <input type="checkbox"/> RECORDS CHARGE-OUT COPY		PREVIOUS EDITION USABLE	